

Intended Outcomes	Objective	Target	Actions	Responsible party	Strategic Plan	Significant Aspects	Status	Method of measuring	Comments
Improve communications with internal and external interested parties	Overall staff meeting attendance improvement	Determine attendance for first 6 months of 2018 and increase attendance 10% in second 6 months of 2018.	1. Determine meetings to track. 2. Track attendance 3. Send out reminders 4. Make meetings mandatory	Admin. Staff Superintendent	Operational optimization	Communication		Intelix	
Continue to meet & exceed regulatory compliance	Minimize out sourcing of silica analysis to private labs.	Reduce outsourced monthly silica analysis from 87 to 50 analyses in house by June 2018.	1. Backup instrument 2. Staff Training 3. Infrastructure.	Lab Supervisor	Operational optimization Operational resiliency	Staffing Technology Support Infrastructure Training		Sample Master Laboratory Information Management System (LIMS)	
Produce and deliver quality products and services	Implement mobile data tablets to reduce data entry errors.	Implement 8 MDT's by Dec 2018.	1. Purchase tablets 2. Work with TAG 3. Train staff.	Utilities Supervisor (O'Shea)	Operational optimization	Technology Training		Progress meetings	
Improve environmental stewardship	Implement LED lighting and track efficiency	Reduce lighting energy cost by 7% by 12/2018	1. Track usage 2. Track efficiency gains	Maintenance Supervisor (Bonham)	Environmental stewardship	Staffing		Key Performance Indicators, (KPI's)	
Provide a safe working environment for employees	Increase attendance at monthly safety meetings.	Increase attendance levels 10% by 12/2018	1. Find out % of current attendance 2. Track attendance	PCTO	Employee development Providing a safe environment	Training Communication		Intelix	